

**Closing date for submission of appeals
Semester 1 and 2 Examinations 2017**

Students are advised to commence preparation of their appeal documentation well in advance of the closing date.

Final Closing Date

Monday 3rd July 2017 at 4.30 pm

Submit to:

Ms Valerie Cooke
OVPAA
Dublin City University
Room D106
Bea Orpen Building
Dublin 9

(Press the first buzzer at door to gain entry to building)

Refer to campus map at:

http://www4.dcu.ie/sites/default/files/campus_map.pdf

Appeals will be accepted at the following times:

09.00 am – 1.00 pm

Closed for lunch

2.00 pm – 5.00 pm

(up to 5.00 pm with the exception of 3rd July 2017 which is 4.30 pm)

Appeal Fee

The appeal fee is €100 and is payable to DCU by postal order, cheque, bank-draft or visa. Cash will not be accepted. The flat fee is €100 irrespective of the number of modules being appealed.

Notification of decision of Appeals Board

The Appeals Board will meet on Friday 14th July 2017

(The decision of the Appeals Board will be forwarded in writing by post within 10-12 days of this date)

Important Notes

You must provide **12 collated and stapled copies** of your **full** appeal documentation (including the appeal form, relevant documentary evidence and a full set of examination results, including past years) i.e. *one complete (collated and stapled) set of documents for each member of the Appeals Board.*

Exam results can be printed from the screen where you are accessing them.

Past electronic exam results can be printed from Student Apps by clicking on the 'Digitry' button

The complete transcript for each academic year must be provided.

Master's students with provisional exam results

It is usually not possible to appeal a provisional exam result. The overall result must be awarded by a Progression & Award Board (PAB). Most Masters' programmes will not have a PAB until November 2017.

Exam regulation 1.4

However, in exceptional circumstances, candidates may appeal an examination result which has not been formally approved by a Progression & Award Board, and where the absence of an opportunity to appeal would prevent a candidate from making a decision whether or not to resit an examination at the next sitting.

Students appealing school placements

Students appealing a school placement module on the following programmes:

BEd, BRel Ed, BECE, PEM(4), PEB(4), SE and PME (1&2)

must provide a legible copy of the **School Placement Report**. This can be obtained from the School Placement Office.

Students appealing the **BRel Ed** programme must provide:

School Placement profile
both TSOI's
Reflective statements.

They are available from the METIS system.

Important

Appeals must comply precisely with the check list on the Appeals Form. Incomplete appeals applications are invalid and will be rejected.